

**SECURITY CHECK (ALL PERSONNEL)**

**AR 4112.5/4212.5/4312.5 (a)**

1. No certified or classified individual will be hired by the district until a criminal background check has been completed and it has been verified that the applicant has no recorded offenses that would bar the applicant's employment with the District. Under emergency circumstances, the Superintendent may waive this requirement to allow someone to work until the results are returned.
2. No individual will be allowed to volunteer until a criminal background check has been completed and it has been verified that the volunteer has no offenses that would bar them from assisting the District in its programs. The District may decline the services of any volunteer for any legal reason. All information collected on volunteers will be considered confidential to the extent allowed by law and will only be used to protect the students or minimize disruption to the educational environment.

Although volunteers will provide support services, they are not substitutes for the professional building staff. Volunteers will work under the direction and supervision of district staff.

*(cf. 1250 - Volunteer Assistance)*

*(cf. 6020 – Parent Involvement)*

3. No person who has been convicted of, or plead guilty or no contest to, any crime involving child abuse, child neglect, sexual abuse, sexual assault, domestic violence or any felony involving violence against a person, will be hired by the district.
4. Any person who has been convicted, or plead guilty or no contest (including forfeiture of bail) to a crime (other than a misdemeanor not including violence) or felony (not specified in paragraph 3), or a violation involving a controlled substance within the 5 years preceding the application, will not be hired by the district.  
If more than 5 years has elapsed since the crime or violation, a person may be considered for employment pursuant to following paragraph.
5. Applications from persons who have been convicted, or plead guilty or no contest (including forfeiture or bail) to any crime or violation covered in (4), and more than 5 years has elapsed since the conviction, may be considered for hiring by the district on a case-by-case basis subject to the following process:
  - i. HR notifies Site Principal or Director that candidate has a criminal history.
  - ii. Where Site Principal or Director wish to continue the process, they must next request permission from the candidate to review the charges on the background check.
  - iii. If the candidate agrees to the reviewing of their background check, the Principal or Director must evaluate the specific charges, outcomes, and dates of charges and provide context for the conviction and how any potential employment of the person might affect the community. The Principal or Director should also consider any relevant community references supplied by the candidate. If the candidate does not agree to the reviewing of their background check, the District will not hire the candidate.
    - a. If a Principal wishes to proceed with an application for a school based position, with the permission of the candidate the Principal will present a proposal to SAC in executive session for approval of recommended hire.
    - b. If the SAC approves they will provide a letter of support for the candidate to the Principal.

Personnel

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- iv. Principal or Director then submits a copy of background check, rationale for employment, support letters and (where applicable) SAC approval to Superintendent with a request for Board Approval, in Executive Session, at the next regularly scheduled Board Meeting.
  - v. Principal or Director invites potential candidate to the Board Meeting Executive Session.
  - vi. Principal or Director and potential employee (if desired) presents to School Board in Executive Session.
  - vii. If no objection to hiring, School Board makes motion back in regular meeting to approve recommendation discussed in Executive Session.
6. If charges are pending, no action will be taken on the individual's application until disposition of the charges.

*Adopted 6/01*

*Revised 09/14*

*Revised 09/24*

*Revised 10/24*